

**2010 “REDUCE, REUSE, RECYCLE, REBUY IN SCHOOLS”
PROGRAM REQUEST FOR APPLICATIONS (RFA)**

OVERVIEW INFORMATION

Agency Name and Office: The U. S. Environmental Protection Agency (EPA), Region 2, Resource Conservation and Recovery Act Programs, Resource Conservation and Special Projects Section

Funding Opportunity Title: 2010 Reduce, Reuse, Recycle, Rebuy (4Rs) in Schools Program

Announcement Type: Request for Applications

Funding Opportunity Number: EPA-R2-RPB-01-2010

Catalog of Federal Domestic Assistance (CFDA) Numbers: 66.808 Solid Waste Management Assistance

Key Dates:

January 11, 2010 - Solicitation distributed by EPA, Region 2

February 10, 2010 - Informal Notice of Intent to Apply – this is not required, but a courtesy so that EPA has a chance to prepare for the volume of applications that will be arriving by the submission deadline.

March 3, 2010 - Applications must be received by EPA by 2:00 PM on this date.

March 31, 2010 – Funding decisions will be made by this date.

June 18, 2010 - Assistance Agreements Awarded by this date.

Executive Summary: The *2010 Reduce, Reuse, Recycle, Rebuy (4Rs) in Schools Program* is EPA Region 2’s competitive funding opportunity which promotes solid waste management and reduction in K-12 schools. This notice announces the availability of approximately \$60,000 total program funding for FY’ 2010. The Region expects to award one or several projects to eligible applicants for amounts between \$15,000 and \$60,000. Applicants are encouraged to partner and collaborate on projects with other organizations involved in similar efforts.

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Section I. FUNDING OPPORTUNITY DESCRIPTION:

A. Background The U. S. Environmental Protection Agency Region 2 is soliciting applications for projects that address the *2010 Reduce, Reuse, Recycle, Rebuy (4Rs) in Schools Program* goals from applicants carrying out or desiring to carry out projects that serve EPA Region 2: New York, New Jersey, Puerto Rico, and Virgin Islands. Applicants are required to be members of, or to join, EPA's WasteWise program in order to apply. See subsection E for more information.

B. Scope of Work: Three primary strategies for effectively managing materials and waste are 'reduce, reuse, and recycle'. To this well known hierarchy has more recently been added, "rebuy".

- Reduce waste by making smart decisions when purchasing products, including the consideration of product packaging.
- Reuse containers and products.
- Recycle materials ranging from paper to food scraps, yard trimmings, and electronics.
- Purchase products manufactured with recycled content (rebuy).

The Region is soliciting creative approaches to achieve institutionalization of activities in schools Region-wide which: reduce waste generated; increase reuse of solid waste; increase rates of recycling; and increase purchase of recycled products. EPA Region 2 wishes to see students involved and educated about the importance of good solid waste management practices as part of this effort.

C. EPA Strategic Plan Linkage: Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan.

<http://www.epa.gov/ocfo/plan/plan.htm>

In this program, all applications must support Goal 3, Land Preservation and Restoration; Objective 3.1: Preserve Land, Sub-objective 3.1.1, Reduce Waste and Increase Recycling, of EPA's 2006-2011 Strategic Plan. Specifically, EPA Region 2 would like to see less waste generated and disposed from Region 2 schools, and is looking for effective and creative applications to achieve this goal.

D. Anticipated Outcomes/Outputs: EPA requires that grant applicants and recipients adequately describe environmental outputs and environmental outcomes to be achieved

under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>.)

1. Outputs. The term “output” means an environmental activity, effort, or other work product which is conducted or produced in order to achieve an environmental goal or objective. Outputs are produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

For example, if a goal is reducing solid waste, then an output may be activities performed in order to reach that goal. Outputs need to be measurable. Some outputs, such as conferences, PSA airings, or conference calls, are easily counted and measured. Other outputs, such as the satisfaction and inspiration experienced by attendees of workshops, are measured less easily, for example by incorporating evaluation score sheets into workshop events.

Examples of outputs from the project(s) to be funded under this announcement may include the following:

- Partnerships established between schools and other entities to provide resource conservation and improved materials management to reduce solid waste disposal.
- Meetings and training events established to improve the coordination and education of school personnel and others.
- Development of programs that result in permanent changes in school operations leading directly to reductions in waste generation and increased recycling.
- Activities leading to a change in regulations, requirements, or policies that bring about reduction of solid waste generation and/or an increase in recycling, reuse, and rebuying.

Quarterly progress reports and a final report will also be a required output, as specified in Section VI(C) of this announcement, “Reporting Requirement.” All reports submitted to EPA will be via electronic delivery.

2. Outcomes. The term “outcome” means the end result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, or programmatic in nature, but must be quantitative. Some outcomes may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least one, and possibly all, of the following environmental outcomes:

- Measurable increases in the amount of material in Region 2 schools being diverted, reused, recycled or composted (i.e., tons of waste).
- Measurable reductions in solid waste being generated (i.e., changes in policy such that less waste is produced in the first place).
- Reductions in use of energy and water.

- Decreased metric tons of carbon equivalent (MTCE) emitted
- Increased cost savings.

E. Supplemental Information:

1. Statutory Authority - Only those applicants that successfully specify grant activities that are designated by statutory authority may be awarded through this funding opportunity. To assist applicants with the identification of allowable activities, the following information is provided.

Resource Conservation/Solid Waste Management

Section 8001(a) of the Resource Conservation and Recovery Act (“RCRA”), 42 U.S.C. § 6981, supports the following allowable activities:

“conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).”

All demonstration projects must demonstrate applications, technologies, methods or approaches that are new, innovative and experimental. A project that is carried out through a routine or established practice is not considered a demonstration.

2. WasteWise Program Membership – We believe that any grantee who will implement a successful program to increase recycling rates in Regional schools must be recycling effectively itself. EPA’s WasteWise Program helps its partners meet goals to reduce and recycle municipal solid waste and selected industrial wastes. Businesses, local governments, and non-profit organizations of all sizes and from all industry sectors can join WasteWise. WasteWise partners range from small local governments and nonprofit organizations to large, multinational corporations.

The [WasteWise Endorser Program](https://www.epa.gov/wastewise) engages state and local government agencies, trade associations, nonprofit organizations, and businesses to help educate their members and constituents about the benefits of reducing solid waste. More information about the program and an easy link to join are available at www.epa.gov/wastewise.

In order to apply to this grant funds announcement, applicants must be active (participating and reporting) members of the WasteWise program or must have joined very recently.

Section II. AWARD INFORMATION: The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$60,000.

EPA Region 2 anticipates award of one or several cooperative agreements under this announcement ranging in value from approximately \$15,000 to \$60,000, subject to the availability of funds and the quality of evaluated applications.

EPA Region 2 reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months from the date of the original selections.

EPA Region 2 also reserves the right to make no awards under this announcement, if none of the submitted applications is found to be adequate.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

The project period for awards resulting from this solicitation is estimated to begin in July of 2010. Proposed project periods may be up to two years.

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA Region 2 will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project could include:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- In accordance with 40 CFR 31.36(g), review of proposed procurement;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

Section III. ELIGIBILITY INFORMATION:

A. Eligible Entities: Consistent with the applicant eligibility section of CFDA 66.808 and EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), the following entities are eligible for grant funding: States (including the District of Columbia, Puerto

Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities; and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals. Individuals and for-profit organizations are not eligible.

B. Cost Sharing or Matching: For projects that support resource conservation/solid waste management, there are no statutory requirements for matching or formula requirements pursuant to RCRA Section 8001. Therefore, cost sharing or matching is not required as a condition of eligibility. Although cost sharing or matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on a leveraging criterion.

In order to be considered for evaluation, any leveraged funds/resources, and their source, must be identified in the proposal. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share. If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget because the grant agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal grants may not be used as voluntary cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

C. Threshold Eligibility Criteria: These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see Section III.A. above) that meet all threshold eligibility criteria listed below will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applications must consist of activities authorized under the EPA statute as described in Section I – Funding Opportunity Description.
2. All applications must contain a concise description of expected outputs and outcomes and a discussion of how the applicant intends to measure them as described in Section I – Funding Opportunity Description.
3. Applications must substantially comply with the Content and Form guidelines for application development set forth in Section IV of this announcement or else they will be rejected. Where a page limit is expressed in Section IV with respect to the application, pages in excess of the page limitation will not be reviewed.
4. Applications must be received by the EPA as specified in Section IV of this announcement on or before the application submission deadline published in

Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement on or before the submission deadline.

5. Applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems attributable to EPA systems. Where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Rachel Chaput as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
6. Applications must support Goal 3 Land Preservation and Restoration, Objective 3.1 Land Preservation, Sub-objective 3.1.1 Reduce waste generation and increase recycling of EPA's Strategic Plan.
7. Only organizations which are active or recently joined WasteWise program members or Endorsers will be considered for funding. To join WasteWise or learn about the program, please see www.epa.gov/wastewise.
8. Congress has prohibited the use of federal funds to award grants to the Association of Community Organizations for Reform Now (ACORN) or any of its affiliates, subsidiaries, or allied organizations and therefore in order to be eligible for funding consideration under this competition all applicants must affirmatively indicate in their proposal that they are not subject to this prohibition. In addition, since this funding prohibition applies to subawards/subgrants and contracts awarded by grantees, applicants must consider it when preparing proposals.

Section IV. APPLICATION AND SUBMISSION INFORMATION: In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Send these questions to Rachel Chaput at chaput.rachel@epa.gov.

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA's Grants and Debarment website by visiting http://www.epa.gov/ogd/grants/how_to_apply.htm.

A. Content and Form of Application Submission: The following is a list of required submissions. A Narrative Statement or "Work Plan" (see Section b below) is required and must be a maximum of ten (10) pages double spaced and legible. **Excess pages beyond the ten page limit will not be considered in the review of the application.**

1. Application Details: A complete application **must** have the following information submitted in its entirety and confirmed received by EPA Region 2 by Wednesday, March 3, 2010 at 2:00 PM in order to be considered for funding. You may also apply electronically via email by the deadline date and time. If you apply via email you must mail an original signature hard copy document, as well. The original signature hard copy document should be delivered in sufficient time to be received by EPA within one week of the electronic application submission.

- a. SF-424 Application for Federal Assistance, with original signature. Please note that a Dun and Bradstreet Data Universal Numbering System (DUNS) number must be included on every SF-424. Applicants should call 1-866-705-5711 for information.
- b. Narrative Statement (Work Plan), in the format detailed below
- c. SF-424A, Budget by categories and indirect cost rate
- d. SF-424B, Assurances for Non-construction Programs
- e. EPA Form 5700-49 - Debarment and Suspension Certification
- f. EPA Form 5700-54 - EPA Key Contacts Form
- g. EPA Form 5700-53 - Certification Regarding Lobbying
- h. EPA Form 4700-4 – Pre-award Compliance Review Report
- i. Copy of Negotiated Indirect Cost Rate Agreement, if applicable
- j. Disclosure of Lobbying Activities (SF-LLL), if applicable
- k. Biographical Sketch - Provide an appendix with resumes of up to three key personnel who will be significantly involved in the project.

2. Work Plan: The narrative statement (work plan) must not exceed **ten** pages. However, addendum pages may be added to include biographical sketches, resumes, forms, budget detail, letters of support, etc. The project work plan should explicitly address Threshold Evaluation Criteria laid out in Section III, Part C as well as the application ranking factors as described in Section V, Part A, Evaluation Criteria and Ranking Factors. The project work plan should include:

a. Project Description

- Project title and concise description of environmental issue and proposed project: including goals, regional priorities and allowable activities described in Section I - Funding Opportunity Description.
- Project period: provide the beginning and ending dates (for planning purposes, applicants should assume funds will be available on **July 1, 2010**).

b. Project Strategy and Partnerships

- Program goals: a concise summary of how the project intends to meet the goals of the “4 Rs in Schools Program” described in Section I - Funding Opportunity Description.
- Summary of the project goal(s) and associated project strategy.

- Proposed activities: list and describe activities and provide a concise project description that clearly articulates the purpose of the project, target audience, projects completion plans/time frames and deliverables.
- Project schedule with a list of project milestones with estimated dates, including estimated duration of the project.
- List project partner's roles and funding contribution (if applicable). Include "Letter(s) of Commitment" from all project partners.

c. Environmental Measures

Describe the anticipated outputs and outcomes in detail and include an explanation of how the outputs and outcomes will be measured as described in Section I – Funding Opportunity Description. Identify incremental and yearly anticipated project outputs and outcomes.

- Measurement- how will the success of the project be evaluated and measured? (e.g., training - explain the return on investment and number of people trained). Include both outputs (deliverables or products) and outcomes (impact or change in behavior). Emphasize numerical targets (i.e., tons of solid waste diverted, recycled, reused). For training events, evaluation forms should be incorporated for attendees so that actual change in behavior and programs can be projected more effectively.
- Conclusion - provide a brief discussion of the anticipated benefits and challenges in implementing the project and explain how the project or portions of it will be sustained after the project and budget period ends.

d. Budget

- Funding Requested. Specify the amount you are requesting from EPA.
- Total Project Costs. Specify the total cost of the project. Identify funding from other sources including any in-kind resources if applicable.
- Detailed Itemized Budget. Clearly explain how EPA funds will be used. Provide a detailed budget for the following categories:
 - Personnel
 - Fringe Benefits
 - Contractual Costs
 - Travel
 - Equipment
 - Supplies
 - Other

- Total Direct Costs
- Total Indirect Costs: must include documentation of accepted indirect cost rate
- Total Cost
- Demonstrate how you will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds/resources to leverage additional resources to carry out the proposed project(s). Describe the type of leveraging proposed, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, and what role it will play in the overall project. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

e. Programmatic Capability and Past Performance: Submit a list of federally [and/or non-federally if offices want to allow that also] funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

f. WasteWise Program Membership: Please disclose the date of initial WasteWise program membership. Unless you are a new WasteWise member (less than 3 months), please discuss the activities and involvement you have had with the program thus far.

3. Contracts and Subawards/Subgrants

a. Competing Contracts and Subgrants: EPA awards funds to one eligible applicant as the recipient even if other eligible entities are named as partners or co-applicants or members of a “coalition” or “consortium.” The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships , provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 ofOMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

b. Evaluation of Subawardees by EPA Region 2: Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA Region 2 to make selections under this announcement. During this evaluation, in addition to the applicant's own qualifications, past performance, and reporting

history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

1. an applicant's named **subawardees/subgrantees** identified in the proposal, if the applicant demonstrates in the proposal that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants;
2. an applicant's named **contractor(s)**, including consultants, identified in the proposal if the applicant demonstrates in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal evaluation process unless the applicant complies with these requirements.

4. Confidential Business Information: In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, the agency considers competitive applications/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

5. Intergovernmental Review: State and local government applicants from Puerto Rico and Virgin Islands are subject to Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs." New York State and New Jersey State do not participate in the Intergovernmental Review and thus applicants from these States do not need to comply with this procedure. As described under the section on "Application and Award Process" in CFDA 66.808: Solid Waste Management Assistance, applicants should consult with their Commonwealth or Territory's Single Point of Contact (SPOC) for more information on the process of submitting an application for review. The following link provides state contact information: <http://www.whitehouse.gov/omb/grants/spoc.html>. Federally-recognized tribal governments are not required to comply with this procedure

PUERTO RICO

Ing. David Rodríguez / Luz H. Olmeda

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Please note - You do not need to begin the intergovernmental review process unless and until you are notified of a selection for an award.

6. Funding Restrictions: No pre-award costs can be incurred for projects submitted under this solicitation. Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds. Even though a proposal may involve an eligible applicant, eligible activity, and eligible purpose, grant funds cannot necessarily pay for all of the costs which the recipient might incur in the course of carrying out the project. For example, allowable costs are determined by reference to the EPA regulations cited in the table below and to OMB Circulars A-122, "Cost Principles for Non-profit Organizations" (2 CFR Part 230), and A-21 "Cost Principles for Education Institutions" (2 CFR Part 220), and A-87 "Cost Principles for State, Local, and Indian Tribal Governments" (2 CFR Part 225). Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, and rental of office space, as long as these are "necessary and reasonable." Entertainment is an example of a generally unallowable cost.

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

B. Mode of Application Submission

Applicants have the following options to submit their applications: 1) Hard copy to the specified EPA Region 2 contact below, or 2) electronic submission. All applications must be prepared, and include the information, as described below in Section IV.A.2 “Content and Form of Application Submission” regardless of mode of transmission.

1. Hard Copy Submission: Please provide one original copy of the application package (including signed and completed SF 424 and SF 424A forms) and four copies--**no binders or spiral binding**--to:

U.S. Environmental Protection Agency Region 2
ATTN: Rachel Chaput
RCRA Programs Branch
290 Broadway, 22nd Fl
New York, NY 10007-1866
Phone: (212) 637-4116

All hard copies of application packages must be received by Rachel Chaput by 2:00 PM, EST, on **Wednesday, March 3, 2010**. Applications can also be submitted electronically via e-mail.

2. Electronic Submission: E-mail submissions must be submitted to chaput.rachel@epa.gov and be received by the submission deadline stated in Section IV.____ of this announcement. All required documents listed in Section IV. C of the announcement must be attached to the e-mail as separate Adobe PDF files. Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to e-mail submission including server delays and transmission difficulties. E-mail submissions exceeding 15MB will experience transmission delays which will affect when they are received by the Agency. For these size submissions, applicants should submit their application materials via hardcopy because if they are sent via e-mail they may be received late and not considered for funding. Applicants submitting their application materials through e-mail should confirm receipt of the materials with Rachel Chaput as soon as possible after submission.

C. Submission Deadline

Applications must be received by Wednesday, March 3, 2010 at 2:00 PM in order to be considered for funding.

Section V. APPLICATION REVIEW INFORMATION:

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criteria set forth below.

Applicants should explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria and Ranking Factors: The Agency will evaluate the following factors and assign a point value according to how well these criteria are achieved in the application:

Criterion	Point Value
1. The extent and quality to which the narrative application includes a well-conceived strategy for addressing all of the requirements in Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs)	15
2. The extent and quality to which the narrative application's goals are realistic and will be actually implemented by project end	15
3. The extent to which the application sets forth a reasonable time schedule for the execution of the tasks associated with the project(s)	10
4. <u>Outcomes/Outputs:</u> The effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes, including those identified in Section I of this announcement.	10
5. <u>Programmatic Capability and Past Performance:</u> Under this criterion, applicants will be evaluated on (i) (16 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative application as described in Section IV.C of the announcement, including their history of meeting the reporting requirements and whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements	30

<p>and if such progress was not being made whether the applicant adequately reported why not (ii) (9 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iii) (9 pts) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	
<p>4. <u>Budget</u>: (i) (5 pts) the extent to which the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes, and (ii) (5 pts) the extent to which the budget is structured clearly and breaks down funding for each major activity.</p>	<p>10</p>
<p>5. <u>Leveraging</u>: The extent to which the applicant demonstrates how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project. Applicants will also be evaluated based on the type of leveraging proposed, how the applicant will obtain the leveraged</p>	<p>5</p>

resources, the likelihood the leveraging will materialize during grant performance, and what role it will play in the overall project.	
6. <u>Other EPA Partnership Programs</u> – see Partnership Programs detailed at www.epa.gov/partners/ . Applicants who can demonstrate they are actively participating in at least one Partnership Program will be given 3 additional points on their application ratings; active participation in two Partnership Programs will get 4 points; and active participation in three or more programs will gain the applicant 5 points in this section.	5

B. Review and Selection Process

1. Review Process: Eligible applications will be reviewed by the EPA Regional review panel. The review panel will be composed of EPA Regional RCRA program staff and possibly some members from outside this program. The evaluation process will be based upon the evaluation criteria and scoring provided in [Section V](#) (check section) above. The Region will draft evaluation forms to score and provide comments on the evaluations.

2. Selection Process: The highest ranked application(s) will be recommended for funding and a listing of the application(s) will be forwarded to the Division of Environmental Planning and Protection Division Director for review.

a. Selection Official: The final application(s) will be selected for funding by the Division of Environmental Planning and Protection Division Director. In making the selection decisions, the Division Director (or SES equivalent) will consider the evaluation rankings and may consider geographic diversity and available funds. EPA anticipates that final funding decisions will be made by March 31, 2010.

Section VI. AWARD ADMINISTRATION INFORMATION:

A. Award Notices - Following evaluation of applications, all applicants will be notified regarding their status.

1. EPA anticipates notification to the *successful* applicant(s) will be made via telephone or email **by April 8, 2010**. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is **not** an authorization to begin work. The award notice signed

by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

2. EPA anticipates notification to *unsuccessful* applicants will be made via email, telephone, or postal mail (date of postmark) by **April 8, 2010**. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at:

www.whitehouse.gov/omb/grants/spoc.html

C. DUNS Number

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at:

<http://www.dnb.com>.

D. Reporting Requirements

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

E. Disputes

Assistant agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at: http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register

F. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

Section VII. AGENCY CONTACTS:

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Rachel Chaput
RCRA Programs Branch
290 Broadway, 22nd Fl
New York, NY 10007-1866
Phone: (212) 637-4116

All questions or comments must be communicated in writing via postal mail or email to the contact person listed above.